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TO: Honorable Governor of California
SACRAMENTO

Under the provisions of Section 0730 et seq. of the State Administrative Manual and Sections 1062, 11032, and 11033 of the Government Code, advance approval is requested for travel in the following amount as provided for the current budget of this Department. All travel performed as a result of this approval shall be within the criteria for out-of-state travel.

STATE DEPARTMENT	
FISCAL YEAR OR OTHER APPLICABLE DATE	ACCOUNTING OFFICE ONLY
FUND(S) FROM WHICH EXPENSE TO BE PAID	ALLOTMENT AVAILABLE
	AMOUNT OF THIS REQUEST
TOTAL EXPENSE OF ALL TRIPS NOT TO EXCEED	I HEREBY CERTIFY upon my own personal knowledge that the amount available for travel out-of-state shown above is correct per the Allotment Expenditure Ledger.
	AFTER BR NUMBER
	ACCOUNTING OFFICER (Signature) 



STATE AGENCY APPROVAL

WE HEREBY CERTIFY that all individual travel authorizations granted pursuant to this request will be in accordance with the criteria for out-of-state travel in the State Administrative Manual.

REQUESTED BY		APPROVED BY	
DEPARTMENT DIRECTOR (Signature) 	DATE SIGNED	AGENCY ADMINISTRATOR OR OTHER AUTHORIZED OFFICIAL (Signature) 	DATE SIGNED

Honorable State Controller
SACRAMENTO

Approval is granted for the above-mentioned out-of-state travel. Authorized expenses will be paid by the State of California, upon presentation of properly certified and itemized bills.

APPROVED		APPROVED	
DIRECTOR OF FINANCE (Signature) 	DATE SIGNED	GOVERNOR OF CALIFORNIA (Signature) 	DATE SIGNED